Position: Program Associate
Positions Available: 1
Location: Cal Poly Humboldt
Hours: Full Time, 12 months/year, Non-Exempt
Salary: $3,640-$3,986/monthly dependent on the qualifications of the candidate. Position will be eligible to participate in medical, dental, vision and retirement benefits.
Project Name: California Center for Rural Policy (CCRP)
Supervisor: Associate Director

This is a full-time, 12-month appointment. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

The California Center for Rural Policy (CCRP), located at Cal Poly Humboldt, conducts research to inform policy, build community, and promote the health and well-being of rural people and environments. CCRP has a diverse portfolio of projects which are of varying size and duration.

Duties: Reporting to the leadership team, the Program Associate will be responsible for development, supervision and implementation of programs, research, writing and editing, and some marketing. There will also be administrative duties and a research and evaluation component to the position.

General responsibilities include, but are not limited to:

Program Support:
- Schedule meetings and interviews
- Take meeting minutes and interview notes
- Set up conversation trackers for meetings
- Manage project tracking documents and interview schedules
- Represent CCRP at meetings and on webinars

Research Support:
- Ability to theme quantitative and qualitative research findings
- Creating presentations to share research findings
- Research secondary data sources and provide data as needed to support programs and proposals

Writing / Editing:
- Copy edit all CCRP reports
- Assist in report writing
- Format reports using programs like Canva and InDesign

Marketing / Social Media:
- Maintain social media for CCRP across multiple platforms (ie. Facebook, Twitter, and Instagram)

Other tasks as assigned.
Qualifications

- Excellent computer skills and proficient in the Google Suite
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to take constructive criticism, make changes and grow
- Ability to look at situations from several points of view
- High comfort level working in a diverse environment
- Able to work independently and with a wide variety of individuals and organizations

Education & Experience

A Bachelor’s degree or 3 years of relevant experience.

Application Procedure:

Applicants must submit 1) resume detailing work history and related experience, 2) a letter of application, 3) names, addresses, and daytime telephone numbers of three professional references and 4) the SPF Employee Information Form. Please email application materials to ccrp@humboldt.edu.

The California Center for Rural Policy
Cal Poly Humboldt
ccrp@humboldt.edu
1 Harpst Street Arcata, Ca 95521
(707) 826-3400
www.humboldt.edu/ccrp

Application Deadline: Review of application materials will begin June 15, 2022 and will continue until the position is filled.

Cal Poly Humboldt Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Cal Poly Humboldt Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Cal Poly Humboldt Sponsored Programs is "At Will," and may be terminated with or without cause.

Cal Poly Humboldt Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at
707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at http://www.humboldt.edu/hsuhr. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.